IN AN EMERGENCY
TAKE ACTION

**HOLD! In your room or area. Clear the halls.**

**STUDENTS**
- Clear the hallways and remain in room or area until the “All Clear” is announced
- Conduct business as usual

**ADULTS**
- Close and lock the door
- Take attendance and note the time
- Conduct business as usual

**SECURE! Get inside. Lock outside doors.**

**STUDENTS**
- Return to inside of building
- Conduct business as usual

**ADULTS**
- Bring everyone indoors
- Lock outside doors
- Increase situational awareness
- Take attendance and note the time
- Conduct business as usual

**LOCKDOWN! Locks, lights, out of sight.**

**STUDENTS**
- Move away from sight
- Maintain silence
- Do not open the door

**ADULTS**
- Recover students from hallway if possible
- Lock the classroom door
- Turn out the lights
- Move away from sight
- Maintain silence
- Do not open the door
- Take attendance and note the time

**EVACUATE! (A location may be specified)**

**STUDENTS**
- Leave stuff behind if required to
- If possible, bring your phone
- Follow instructions

**ADULTS**
- Lead students to Evacuation location
- Take attendance and note the time
- Notify if missing, extra or injured students or adults

**SHELTER! Hazard and safety strategy.**

**STUDENTS**
- Use appropriate safety strategy for the hazard

**ADULTS**
- Lead safety strategy
- Take attendance and note the time
- Notify if missing, extra or injured students or adults

<table>
<thead>
<tr>
<th>Hazard</th>
<th>Safety Strategy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tornado</td>
<td>Evacuate to shelter area</td>
</tr>
<tr>
<td>Flooding</td>
<td>Move to high ground</td>
</tr>
<tr>
<td>Earthquake</td>
<td>Drop, cover and hold</td>
</tr>
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</table>